



Excel 2000

PC Keyboard Shortcuts

File Menu

New Workbook	Ctrl + N
Open Workbook	Ctrl + O
Save Workbook	Ctrl + S
Save As	F12
Print	Ctrl + P
Close Microsoft Excel	Alt + F4

Edit Menu

Undo	Ctrl + Z
Redo	Ctrl + Y or F4
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + P
Delete	Ctrl + -
Find	Ctrl + F
Replace	Ctrl + H
Fill	Select cells, then Ctrl + D

Format Menu

Cells...	Ctrl + 1
Hide Rows	Ctrl + 9
Unhide Rows	Ctrl + Shift + 9
Hide Columns	Ctrl + 0
Unhide Columns	Ctrl + Shift + 0

Insert Menu

Cells...	Ctrl + Shift + "+"
New worksheet	Shift + F11
New chart sheet	F11
Define name dialog box	Ctrl + F3

Working in Cells

Insert carriage return	Alt + Enter
Cancel entry	Esc
Insert a tab within cell	Ctrl + Alt + Tab
Insert date	Ctrl + ;
Insert time	Ctrl + Shift + ;

Moving and Selecting

Move to first cell in sheet	Ctrl + Home
Move to last cell in sheet	Ctrl + End
Select entire column	Ctrl + Spacebar
Select entire row	Shift + Spacebar

Other Formatting Commands

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Strikethrough	Ctrl + 5
Remove all borders	Ctrl + Shift + _
Outline Border	Ctrl + Shift + 7
Scientific format (0+E0)	Ctrl + Shift + 6
Percentage format (00%)	Ctrl + Shift + 5
Currency format (\$0.00)	Ctrl + Shift + 4
Date format (ddmmyy)	Ctrl + Shift + 3
Time format (0:00 a.m.)	Ctrl + Shift + 2

Other Useful Excel Shortcuts

Select entire worksheet	Ctrl + A
Check Spelling	F7
Move to next sheet	Ctrl + PageDown
Move to previous sheet	Ctrl + PageUp
Next window	Ctrl + Tab
Previous window	Ctrl + Shift + Tab